**mississippi department of
Information Technology Services**

Craig P. Orgeron, Ph.D., Executive Director

RFI Number 3763 Memorandum

To: Vendors Responding to Request for Information (RFI) Number 3763 for the Mississippi Department of Education (MDE)

From: Craig P. Orgeron, Ph.D.

Date: July 28, 2014

Subject: Request for Information for a Student Information System

Contact Name: Tangela Harrion

Contact Phone Number: 601-432-8112

Contact E-mail Address: Tangela.Harrion@its.ms.gov

SUMMARY OF THE RFI

The Mississippi Department of Education (MDE) has a current system called the Mississippi Student Information System (MSIS) which provides for the electronic collection and storage of comprehensive detailed data about teachers, administrators, students, and school board members. MSIS also allows for the electronic transfer of student records from one school district to another within the state, thus offering a unique student tracking system. This data is collected on a daily and monthly basis from school districts.

Each school district currently uses one of several available student administration systems to capture this data. To minimize the risk and inconsistencies that can occur based on various methods of reporting, MDE wants to acquire an enhanced data collection application that can be used at the state level.

The objectives for implementing the Statewide School Information System are as follows:

- Replace the existing Mississippi Student Information System (MSIS);
- Fully convert and migrate existing procedures, files and external files from several main MDE applications;
- Provide a solution to automate the process of collecting the district data in real time;
- Support the MDE performance-based accreditation model;
- Provide timely and accurate reporting of education data (schedules, attendance, grades, transportation, discipline, vocational, and Special Education) to meet state and federal requirements; and
- Allow for student tracking across the state to determine student mobility trends and to assist in the reduction of the drop-out rate within the state.

Additional information regarding the new system:

- The new Student Information System (SIS) must be flexible and customizable in order to meet current and future needs of MDE for the next decade.

- Response to Intervention - Response to Intervention (RTI) is a multi-tier approach to the early identification and assistance of students who require learning and/or behavioral support. The process includes intervention, frequent progress measurement, and research-based instructional interventions for students.

- Although the new proposed system will collect the data in real time, it is the desire of the state to have similar monthly Data Submission Deadline, Data Validation, and Data Approval Periods to be implemented.

  The new SIS must support the following programs:
  - Mississippi Adequate Education Program (MAEP) and Teacher Budget (Vocational)
  - Financial Electronic Transmission System (FETS)
  - Personnel
  - Gifted
  - Vocational
  - Child Nutrition
  - Title (Migrant, English Language Learners (ELL) and etc.)

RFI SUBMISSION INSTRUCTIONS

1. MDE is interested in receiving informational responses from Vendors who can provide and implement a Student Information System (SIS). The Vendor must be able to implement this solution in a logical phased approach that will provide the least amount of disruption for the districts and MDE.

2. Attached with this Memorandum are MDE's draft requirements. Vendors are not required to provide a response for each requirement and can use any format they choose to illustrate their expertise in the student information system market.

3. Vendors should state their estimated cost to implement a Student Information System (SIS).

4. Vendors should explain their preferable cost method and demonstrate how MDE will pay the Vendor for their proposed SIS solution. (e.g., based on deliverables, full or one lump sum payment, upon acceptance, per seat, etc.)

5. Information received during this RFI process is for information purposes only and will not be evaluated.

6. Vendors must submit (6) six copies of their responses. Responses will be accepted at any time prior to Monday, August 4, 2014, at Noon (Central Time) to Tangela Harrion at

the Mississippi Department of Information Technology Services, 3771 Eastwood Drive, Jackson, Mississippi 39211.

7. Vendor responses should be sealed and labeled as follows:

SUBMITTED IN RESPONSE TO
RFI NO. 3763 - 41346
Accepted until August 4, 2014 @ 12:00 p.m.,
ATTENTION: Tangela Harrion

If you have any questions concerning the information above or if we can be of further assistance, please contact Tangela Harrion at 601-432-8112 or via email at Tangela.Harrion@its.ms.gov.

cc: ITS Project File Number 41346

State Technical Systems Requirements
General Requirements
The proposed solution must be off-the-shelf software; generally available; not in beta or test; and currently in production and in use by customer clients as proposed. All modules of the application(s) must be in current mainstream production and immediately available.
The State understands and anticipates there will be a need for modifications to your system in order to address the business rules of MDE hence, how easily is your system modified?
The proposed solution must operate in a multi-user environment.
The proposed solution must be able to handle multiple simultaneous users without system degradation.
The proposed solution must include a well-designed graphical user interface where ALL application screens are accessible via the web browser.
If a user attempts to open a record that is already in use by another user, the proposed solution shall provide an error message to the second user indicating the record is already in use and it is being opened in "view only" mode and cannot be modified at that time. The message should also include the ID of the user that has that record locked for update.
The user interface of the proposed solution must minimize "menu hopping" when moving between different modules or applications.
The proposed solution must provide "user-friendly" messages to the user by providing error messages worded in a non-technical manner. Messages should also contain any information of a technical nature necessary for the error to be identified, debugged, and corrected by the technical support team.
The system should contain a job-processing window to monitor jobs currently running in the system. This window should allow the State to modify and/or delete scheduled jobs.
The proposed application should include a comprehensive on-line help function that includes all screens, modules and functional areas of the solution.
The proposed solution must provide print capabilities to include, but not be limited to, the generation of hard copy licenses and associated correspondence.
The proposed solution must have the capability to spell-check any text comment field. The user must have the ability to apply or ignore the suggested changes.

State Technical Systems Requirements
Browser Requirements
Application must be browser independent.
At a minimum, the proposed solution must run with all modules functioning as designed on Internet Explorer (IE) version 10.0 or greater.
The proposed solution must be compatible with the existing traditional TCP/IP LAN infrastructure.
The system must have one common physical centralized relational database. The database will be shared by the public as well as all School Districts.
The proposed application must be able to house, at a minimum, the current data entities currently captured in MSIS.
Data Requirements
Vendor must work with the State project team to define all data entities needed for a successful implementation of the proposed system.
Database capacity and security must allow text fields such as comments, description, etc. to be captured, stored, and additional comments added.
Specific text fields, such as comments, should be protected from update after the field is saved to allow for the accumulation of data history (e.g., comment history). Saved comments should not be updateable. The application should allow for additional comments to be added.
The proposed solution should enforce referential integrity at the system level to ensure the quality of all current and historical records.
The data must be updated in real-time.
The application should consist of tightly integrated modules minimizing database maintenance and eliminating the need for core data to be entered more than once.
The application must allow authorized users to modify data fields within a record without having to delete the existing record and add a new record.
The application must allow, based upon the security rights of the user, all data related to a queried item to display.
The application should provide a linking mechanism to access other information relevant to the queried item and the data displayed.
The proposed solution must provide the capability to perform online user queries.

State Technical Systems Requirements
Response Time
The proposed solution shall allow internal and external users to access the system data/information with minimal response time.
Application must be structured so as to minimize the time for the initial screen to appear and navigation from window to window (i.e. screen to screen) and/or site to site.
Application shall provide no discernable typing delay.
Transaction completion time (after the enter key is pressed) should be near instantaneous but must not exceed 3 seconds.
Application must be easy to navigate via a mouse or limited keystrokes/keystroke reduction feature to obtain information.
Vendor must specify guaranteed response times based on the proposed solution, hardware specifications, and the projected size of the Mississippi database.
Customization
Application must be customizable. This should include any initial customization, to be completed by the Vendor prior to implementation, as well as additional customization of the software to be made by the System Administrator(s) post implementation.
Customization methodology should provide the ability for any customized field to be included in reports.
The proposed solution must allow for user-definable/new fields to be added throughout the application without Vendor customizations.
The user-defined fields must be able to be integrated with all other processes.
The field types must support text boxes, drop-down list boxes, radio buttons, etc.
The proposed solution must have the flexibility to define selection criteria for drop-down lists for user-defined fields.
All user-definable fields must have the ability to be searched and to be included in reports.
The proposed solution must provide access functionality for all user-defined fields (i.e., access for user-defined fields would be assigned the same as access to fields already present in the application).
The proposed solution must allow for user-definable screens to be added throughout the application without Vendor customizations. The user-defined screen must be able to be integrated with all other processes.
The application must provide for the ability to define business rules as follows:

State Technical Systems Requirements
Application should allow business rules to be defined that would apply system-wide, to identified user-group(s), and/or to an individual user.
Only authorized users should have the ability to define or modify business rules.
Authorized users must have the ability to define new business rules after the initial implementation.
The application must provide for the ability to define "triggers" or action(s) that are programmatically initiated based upon pre-defined criteria and/or business rules as follows:
Application should allow "triggers" to be defined that would apply system-wide, to identified user-group(s), and/or to an individual user.
Only authorized users should have the ability to define or modify "triggers".
Authorized users must have the ability to define new "triggers" after the initial implementation.
The proposed solution must provide automated workflow functionality allowing the State to define one or more workflow scenarios.
The proposed solution must provide the ability to have multiple workflows based on business rules or scenarios.
The proposed solution must provide the ability to modify existing workflows and/or create new workflows after implementation. The State Systems Administrator or a designee possessing the appropriate security rights will perform this modification.
The proposed solution must allow a user, with the appropriate security rights, the ability to override a pre-defined workflow on an ad-hoc basis. The purpose of this override would not be a permanent change to the workflow, only an adjustment for specific scenarios.
Workflow functionality in the proposed solution must allow for a two-way workflow meaning that the workflow can be defined and/or overridden to allow the flow to go "backward" or "forward."
Business rules change periodically as rules, regulations, or guidelines are changed by the Federal Department of Education, the Mississippi Board of Education, and/or the Mississippi Department of Education. The proposed application must provide for flexible configuration and the creation/alteration of business rules to allow for such changes in rules, regulations or guidelines without requiring Vendor involvement.

State Technical Systems Requirements
The application should provide functionality that allows for fields in the record to be pre-populated using information already housed in the database and/or selected based on business rules.

Import/Export

The application must provide for the ability to create single and/or multiple records by importing information needed to create these records from a comma delimited file or Excel spreadsheet. The file and/or spreadsheet would contain information necessary to populate the records.

The application must provide the ability to export information to a comma-delimited file or Excel spreadsheet.

Notifications

Based on a trigger, event, or status change the proposed solution should provide the following functionality:

The ability to initiate automatic notification of internal personnel, schools, and/or school districts based upon a change in status code or other pre-defined criteria and/or business rules;

The ability to define specific criteria and/or business rules that would cause an automatic notification to be sent to various points (individuals defined) within the workflow defined for this application;

The ability to identify specific status changes where automatic notification would be initiated; and

The ability to pre-define the text of all automatic notifications.

The ability to include some type of link to a location within the application that allows the users to check various data statuses.

The ability for automatic notification to be sent, at a minimum, via e-mail and fax. Vendor should identify all methods of notification for which functionality is provided in the proposed solution.

The ability to identify which users should receive notifications (e.g., e-mail, fax, mail, etc.) and their preferred notification method.

Security

Application must provide the following functionality related to security and/or accessibility:

Security must be an integral part of the proposed solution. The solution must enforce referential integrity and constraints directly within the database and application tables.

State Technical Systems Requirements
Application security level will determine the level of access each individual has and what that individual will be allowed to view and perform on each screen or field of the application.
Application must provide functionality that supports multi-level security definition/ role-based security levels.
The proposed solution must prevent unauthorized access to the system and must allow the State to determine which modules users may access.
The proposed solution must allow the System Administrator to set rights for access, modification, addition, and deletion of fields by individual or group.
The system must provide application and menu level security and allow setup of inquiry, add, update, and delete access by user and/or group.
The system must provide functionality that supports the assignment of security levels globally, by group and individual user.
Vendor must provide the password rules and standards provided in the proposed solution. At a minimum, Vendor must describe how many and what type characters are required for the creation of a valid password, password aging, and password lockout.
The application security should not allow a user ID to be logged into the application more than once (simultaneously) at any given point in time.
The system must allow external users to create their own user ID and Password as well as functionality for the user to manage their password.

Auditing
Application must provide the following functionality related to information technology auditing:
The ability to define functions within the application where there would be a date/time stamp applied including the user ID to create an audit history for all defined activities.
The proposed solution must provide audit reports for user and administrator activity.
The proposed solution must provide an audit trail across all functions by associating a user ID and date/time stamp to all adds, changes, and deletes throughout the solution.
The audit facility must track all database changes, regardless if enacted via the application, a database utility, or other means.

State Technical Systems Requirements
The proposed solution must support history logs meaning that any change to the database must be logged and identified with a date/time stamp including user ID. A history of all changes must be accessible to the Systems Administrator.

Reports/Reporting

The State should be able to add reports to a pick list on the application versus having to rely strictly on a third-party tool.
The proposed solution must provide the capability for generating detail and summary reports on all data maintained in the database.
The system should provide graphical reporting capabilities year to date or on a 12 month basis for all services.
The proposed solution must provide the functionality to allow reports to be run in real-time or scheduled to run at a specific time via a batch scheduler. Scheduled batch reports must run in an unattended mode.
The proposed solution must provide the functionality to allow for the creation of custom reports. Included in this functionality must be the ability to copy and modify an existing report or query.
The proposed solution must provide the functionality to allow for the creation of ad hoc queries and reports.
The proposed solution must provide a reporting mechanism that offers parameter driven queries.
The proposed solution must provide the functionality to allow for ad hoc queries and reports to be saved for re-use and future execution. These saved queries and reports must be able to be saved in groupings that would be accessible only to certain user groups (e.g., a grouping of saved queries and reports are saved specifically for schools and school districts while a different grouping of saved queries and reports are saved specifically for MDE).
The proposed solution must provide the functionality that allows reports and queries to be exported into other formats such as but not limited to Excel, MS Word, PDF, and plain text.
The proposed solution must provide the capability of reporting on and pulling into a report any pre-defined or user defined field, or combination of fields, stored in the database.
The proposed solution must provide the capacity for generating detail and summary reports on all pre-defined and user-defined data maintained in the database.
The proposed solution must provide the ability to generate reports containing an overview and/or detail of any system or employee activity based on user defined parameters.

State Technical Systems Requirements
The proposed solution must provide the ability to create, view, print and export reports and report information based on user groups and roles.

Functional Requirements - Functions/Modules/Procedures/Reports for the State-Level System

Requirements
The system must be able to Generate and Maintain a Statewide Unique Student ID.   Currently, The state of Mississippi uses a sequential identifier. A Sequential Identifier is a general number that is generated and assigned sequentially on a first student created basis. Ex: 000050123. This number is a nine digit number that is unique to each student and follows the student throughout its Pre K to 12 school years.
The system must include an Accreditation procedure that checks the employee data to find out if the employee has failed the accreditation standards.
The system must provide timely and accurate reporting of education data (schedules, attendance, grades, transportation, discipline, Vocational, and Special Education) to meet state and federal requirements; and
Allow for student tracking across the state to determine student mobility trends and to assist in the reduction of the drop-out rate within the state.

State Student Requirements
Must allow for the following required fields and field requirements:
Student ID (a unique number up to 10 digits)
Must allow for a State ID#.
Must allow for District ID#.
Must allow for STATE ID# to be auto-generated.
Must allow for the user to assign an optional ID# to be used when giving student information to a third party.
First Name
Last Name
Middle Name
Suffix
Legal Name
Former Name

State Student Requirements
Goes-By Name (if blank – defer to the first name)
Alias (AKA) Name
Parent/Guardian/Contact Information to include: Name, Phone numbers (home, work, cell), Address, Relationship, emergency contact, and Email address: Indicator of student resides with contact. Indicator for receives all student reports.
Foster Home Checkbox
Birth date
Age – calculated by DOB
Birth Certificate Number (Documents in compliance with Mississippi Law 37-15-1)

Place of Birth to include:
    City
    State
    County
    Country
    Country of Citizenship
    Language spoken at home

Gender
Ethnicity (Y or N) Are you of Spanish or Hispanic Origin?
Race - B (Black), W (White), AS (Asian), H (Hispanic), NA (Native American), PI (Pacific Islander), TM (Two or More)
Social Security Number, Security set to field level individually with no association with any other field.
Must allow for the Social Security number field to be **blank** and not affect searches/reports.
Indicator that Parent will not provide SSN.
Enrollment Status, Active, Inactive or Completed.
The ability to report race based on current state and federal standards.
Proof of Residency Type (3 or more fields) drop down with user defined choices.
Date of proof of Residency Verification (more than one field / capture historical changes).
Proof of Residency verified by (Capture historical changes).
Student Addresses (residence, Transportation Map Address, Mailing address).
Student Phone Number
Grade level (PreK-12)
State Grade Level (52, 54, 56, 58, 62, 64, 78, and 1-12)
Gifted Status
Special Education Indicator
504 Status

State Student Requirements
Student Indicators to include: Tech Ind, LEP Ind, Acad Att, Occ Pass, Capstone, Disable, Disadvantage, Nontraditional, Single, Displaced Homemaker
Immigrant Indicator
Career Pathway Indicator
Dual Enrollment Indicator
Title I Indicators
Title II Indicators
Title III Indicators
Title IV Indicators
Title V Indicators
Title VI Indicators
Title X Indicators
LEP Indicator
At Risk Indicators to include but not limited to: English as a second Language, limited English, economically disadvantaged and disabled
Transportation Code
Transportation Mode
Transportation Method
Bus Information to Include:
Bus Driver Name (a.m. and p.m.)
Bus Route (a.m. and p.m.)
Bus Number (a.m. and p.m.)
Transporting District
Resident District
Attending District
Newspaper Publicity
Web Publicity Permission
P.E. Waiver (option to be reset)
End of Year Status
Immunization Info to include the following:
Immunization Status (Compliant - Non Compliant – Provisional)
Date of compliance (single date of compliance)
Date for next shot if provisional or non-compliant
If immunization form is temporary, a date field to enter date form expires.

State Attendance Requirements
Must allow for a method to update or mark previously entered attendance as excused/unexcused for multiple days for one or more students. All selection of students; by individual students, class rosters, predefined groups, etc. Describe how your system accomplishes this.
Must allow for the deletion of multiple absences, within a maximum 30 calendar day window, for a single student, without having to go to multiple pages. Describe in detail this process in your system.
Must allow for the ability of the school or district SIS Administrator to set teacher attendance entry so that teachers are unable to change attendance for a student after a specified amount of time. Describe how your system accomplishes this task.
When entering a withdrawal, display a warning and remove absences recorded for a student after the date of withdrawal.
Student must be automatically marked present on the date of withdrawal.

State Attendance Report Requirements
Daily Attendance Report
Excessive absence report – defined by user
Excessive period absence report – defined by user
Excessive period absence letters – defined by user
Excessive tardy report - daily and period – defined by user
Excessive tardy letter – defined by user
Generate complete report for Attendance Officer for students with 5 or more unexcused absences/any suspensions - include demographic information, attendance information, etc.
Class Attendance Audit – List school rosters sorted by sections within a given period.
Grade book Attendance: Report showing which teachers are not taking attendance.
Weekly Attendance Summary: A weekly attendance summary by Course.
Weekly Attendance Summary: A weekly attendance summary by Teacher.

State Schedule Requirements
Must allow for different schedule types such as:
Regular scheduling
4 X 4 scheduling
AB scheduling
Modified Block scheduling

State Schedule Requirements
Must allow individual schools the flexibility to include the following courses in a single schedule:
Semester
Quarter
Full year courses
Must allow for multiple schedules within a school:
of the same type
of different types
Must allow for multiple bell schedules in a single academic day so that two different groups of students in the same school can have two different bell schedules without having two schools and/or schedules in the system.
Must allow for Team Scheduling.   Describe how your system accomplishes this.
Students may be assigned to teams.
Teachers may be assigned to teams.
Specific section may be excluded from team scheduling.
Must allow multiple courses per period in a student's schedule to accommodate special programs such as SPED inclusion.
Must allow the ability to copy the current year schedule to next year.
Courses to be taught
Teachers included in schedule
Master Schedule
Linked Courses
Must allow the creation of multiple calendars with same bell schedule, and not have to create a calendar for each individual school.
Must allow the ability to set the Next School for students.
For all students
By grade level
For selected group of students
Must allow the ability to mark a schedule as active or inactive.
Must allow the ability to lock a schedule.
Must allow the ability to create rooms from a predefined set of conditions for use when scheduling for new buildings.

State Course Catalog Requirements
Must allow for entry of State Course Codes by MDE, only with ability to add/modify and inactivate, using the effective date for current and future school year.

State Course Catalog Requirements
Must allow for Local Course Codes.
Must allow Local Course Codes to be linked to a State Course Code.
Include the following fields for all State Course Codes:
State Course Code
State Long Course Name
State Short Course Name
State Subject Area
Course Type (i.e. Vocational, SPED, Gifted, etc.)
Grade Levels for which the course may be taught
Updates to the State Course Codes are obtained from MDE and imported into the State Course Codes in SIS by Vendor.
Include the following fields for all Local Course Codes:
Local Course Code
Local Long Course Name
Local Short Course Name
Local Subject Area
Course Type (i.e. Vocational, SPED, Gifted, etc.)
Grade Levels for which the course may be taught
Credits
Endorsements required to teach the course
Default Seating Limit for course
Default Passing score for course
Grade reported as Alpha or numeric
Course included in Honor Roll
Course include in GPA/QPA calculations
Course included in Graduation Requirements
Prerequisites for the course
Report to State
Print on Transcript
Print on Report Card
Carnegie Units

(Note: In the following statements, the term "Incident" – refers to the event that requires disciplinary action.

The term "Disposition" refers to the action taken by the administration to discipline the student for the "Incident")

State Incident/Discipline Requirements
Must allow for a discipline record for one student to include the following information:
Date and Time of the incident
Location of the incident (Bus, Classroom, Hallway, Lunch Room, Playground, School, Off School Property) If Classroom, teacher's name.
Description of the incident
Incident Code
Student's Role
Weapon Type
Reported By
Period of Incident
Disposition Code
Disposition Comments
Beginning Date for disposition
Ending date for disposition
Administered By
Alternative School District (if Disposition Code involves Alternative School Code).
Alternative School District Number (if Disposition Code involves Alternative School Code).
Must allow single entry of discipline records for the same offense for multiple students to include the following information: Create a separate entry for each student involved.
Date and Time of the incident
Location of the incident (Bus, Classroom, Hallway, Lunch Room, Playground, School, Off School Property) If Classroom, teacher's name.
Description of the incident
Participant's Role
Incident Code
Demerits (populate default value from Incident Code – allow the value to be edited as needed)
Weapon Type
Reported By
Period of Incident
Disposition Code
Disposition Comments
Beginning Date for disposition
Ending date for disposition

State Incident/Discipline Requirements
Administered By
Alternative School District (if Disposition Code involves Alternative School Code)
Alternative School District Number (if Disposition Code involves Alternative School Code)
Must allow for multiple students involved in a single incident to be entered and reported as one incident.
Date and Time of the incident
Location of the incident (Bus, Classroom, Hallway, Lunch Room, Playground, School, Off School Property) If Classroom, teacher's name.
Description of the incident
Participant's Role
Incident Code
Demerits (populate default value from Incident Code – allow the value to be edited as needed)
Weapon Type
Reported By
Period of Incident
Disposition Code
Disposition Comments
Beginning Date for disposition
Ending date for disposition
Administered By
Alternative School District (if Disposition Code involves Alternative School Code)
Alternative School District Number (if Disposition Code involves Alternative School Code)

State Incident/Discipline Report Requirements
Must allow for the following reports:
Incident/Disposition count by gender by school/district
Corporal punishment by name, grade, race, sex
Suspensions by name, grade, race, sex, school/district
Expulsions by name, grade, race, sex, school/district
History of Incidents/Dispositions, Incident/Code count
Students with No Discipline
Number of students referred for discipline
Student Discipline Summary
Alternative School data

Must allow for the ability to generate graphs for generated reports.
Must allow an unlimited number of discipline letters to be defined.
Must allow for printing of parent notification letters regarding student discipline and attendance problems.
Must allow for the ability to export reports to an Excel spreadsheet.
State Special Education (SPED) Requirement
Must allow for indication that a student has been removed from SPED services for historical purposes. *Would like the ability to have a check box of some sort to show the child is withdrawn from SPED on a specific date, remove the indicator and be allowed to leave the schedule data in the student historical record for future reference.*
Must allow for the ability to track SPED eligibility information. (Historical Changes)
Must allow for the ability to track IEP information.
Must allow for the ability to track SPED initial ruling and re-evaluation information.
Must allow for SIS to maintain a history of SPED status and eligibility.
SPED information must meet IDEA and MATTIE-T regulations.
Must allow for the SIS to include two or more course codes on a student's schedule per period for SPED inclusion.

State SPED Fields/Codes Requirement
Must allow for the following SPED fields to include (but not limited to) the following:
Active Student is currently enrolled in SPED courses.
Active/Referred: student is already eligible for SPED services.
Contracted: Student is being served by a SPED provider contracted by the district.
Not-Eligible: Student was tested and did not meet requirements.
Referred: Student has been referred for comprehensive assessment.
Other: May be used to track any status, for example LEP.
Inactive Date: Enter date student was removed from program or a former SPED student is no longer in the program due to graduation, withdrawal, or no longer qualifying
Direct: Student receives direct services.
Inclusion: SPED teacher works with disabled student in the regular classroom.
Initial Placement Date: Enter the date initially ruled eligible to receive SPED services.
Primary Disability: Must allow for the ability to choose that student's primary disability.
Case Manager: Must allow for the ability to select the teacher who will be responsible for maintaining this SPED student's record and IEP.
Secondary 1: Must allow for the ability to select subcode disabilities if allowed by disability code.
Secondary Teacher: Must allow the ability to select the subcode disability teachers for each disability.
LRE: Must allow for the ability to select this student's LRE. This is limited according to age, as specified by federal

State SPED Fields/Codes Requirement
guidelines.
Other Placement: Must allow for the ability to enter the location if the student has been placed in another environment. (Drop down for placement; calculated, user entered, or December tables)
Exit Program Year: Must allow for the ability to enter the month and year the student will exit the Special Education program.
Exit Program Description: Must allow for the ability to select the Exit Program Description.
Primary Language: Must allow for the ability to populate the student's Primary Language.
Referral Date: Must allow for the ability to enter the date the student was referred for comprehensive assessment.
Accept Referral Date: Must allow for the ability to enter the date the Special Ed. Referral was accepted by the Committee. The screening process begins on this date.
Parent Rights (Procedural Safeguards): Must allow for the ability to enter the date on which Parent Rights (Procedural Safeguards) were explained to the parents of the Special Ed. candidate.
Permission to Evaluate: Must allow for the entry of the date on which the *Permission to Evaluate* form was signed by a parent or guardian.
Initial Ruling for Date of Eligibility: Must allow for the entry of the date the student was initially ruled eligible to receive Special Education services.
Anticipated Re-Eval Date: Must allow for the SIS to automatically create a Re-Evaluation Date to be 3 years from the entered Date of Eligibility.
Actual Re-Eval Date: Must allow for the entry of the date the student was re-evaluated.
Permission to Serve: Must allow for the entry of the date on which the *Permission to Serve* form was signed by a parent or guardian.
IEP Beginning / Ending Date: Must allow for the entry of the beginning and ending dates of the IEP.
Ineligible for Special Ed Services: Must allow for the entry of the date the student was declared ineligible for Special Education services, if applicable.
Instructional Remedial Plan: Must allow for the entry of the date an Instructional Remedial Plan will take effect.
State Testing: Must allow for a checkbox to indicate if the student will take part in state testing. (SCD Y/N) Note: Alternate assessment is part of state testing.
Psychological Report Date: Must allow for the entry of the date on which the psychological report was completed.
Medicaid ID: Must allow for the entry of the student's Medicaid ID number in this field, if applicable.
Transition Services Indicator (Y/N)

State SPED Reports Requirement
Must allow for the following Student Data reports.
List SPED student count per school and district

State SPED Reports Requirement
List SPED student count by disability
List SPED students by teacher
SPED student listing for self-contained students by Grade Level PK-12 (includes 52, 62, 54, 56, 58, 64, 1-12, and 78) for state reporting. December 1 child count. PEER grade – age on 9/1 and Calculated Grade based upon MDE Business Rules.

State Employee Requirements
Must allow the school to track attendance for employees (NOT FOR PAYROLL PURPOSES).
Indicate sick leave or personal leave
Identify substitute used, if any, for reporting purposes
Must allow for employee certification and licensure information to be collected and easily updated on each teacher.

State Standardized Tests Requirements
Must allow for the capability to maintain individual student score for the ACT, SAT, PLAN, AP, and all state and federal mandated tests, and district defined.
Composite score
Detail information
Must allow for the entry of test data:
Manual entry
Imported
Must allow the ability to track multiple attempts for the same test.
Must allow the ability to track when the test was taken.
Must allow the ability to track the location where the test was taken.
Must allow the ability to track by teacher.
Must allow the ability to track test data across multiple years by student, test, and/or teacher.
Must allow for the export test result data to statistical software.
Must allow the user to view all standardized test scores on a single screen by the individual student.
Must allow to include standardized test scores – composite, as well as detailed information, on transcripts.

State Standardized Test Reports Requirements
Must allow for the following **Student data** reports:

State Standardized Test Reports Requirements
Students who did not take a specific test
Students who did not take a specific test within a given time period
Students who took but did not pass a test
Students who made below a certain score on a test
Passed a SATP exam but did not pass corresponding course (Algebra I, English II, Biology, etc.).
Multiple attempts list
Must allow for the district to view test results and re-tester lists by student, by group, by school and by test with graphs available.
Must allow for all reports to be exported into an Excel spreadsheet.

State Student Historical Requirements
Maintain historical records for student transcripts indefinitely.
Maintains transcript records including grades and credits for courses taken in and out of the district.
Historical student data should be kept for Grades (GPA, QPA, Numerical Grade Average, Honor Roll, Class Rank), Attendance (Daily and Period), and Discipline.
Historical data should be tied to year of enrollment and grade of enrollment for that year. (I.e. If I want to see all students discipline for last year who were 9th graders, I should be able to see that data).
Maintains historical grading information for grades PreK–12.
During the data conversion process, historical data from the current system must be transferred to the historical data in the new state system such that all fields in the new system's historical data are filled if the data is available in the old system.

State Queries Requirements
Must allow users to write and save queries for all data, both current and historical.
Must allow users to share queries with other users within a school, district, or other districts.
Must allow the user to access detailed description of database structure necessary for writing of database queries.
Must allow the capability to preview and print complete query results.
Must allow the user to export the query results in industry standard formats such as CSV or tab delimited.
Must allow the ability to generate queries for an individual school, group of schools, or entire district, without requiring programming knowledge or intricate details of tables within the system.
Provide necessary online and paper documentation/materials to assist users in navigating object databases when developing queries.
Full disclosure of database schema to, either customers or third party software companies, who need to pull data.

State Queries Requirements
Must allow security restrictions to apply to all data accessed via queries. Security defined for users and groups must apply to query access. For example, if a user does not have rights to view discipline information, they should not be allowed to query discipline information.
Must allow the ability to query all tables to see date stamp, time stamp, and user name of the person making the change for all updated records.
Must allow all tables to be linked in the query. For example, pull information from student, enrollment, class, attendance, and discipline; all in one query.
Must allow conditions to include 'standard' language and include, but certainly not be limited to, conditions, such as IF, AND, NOT, OR, =, <>, <, >, etc.
Must allow the ability to create queries to cross years. For example, query test data from prior and current years for a specific group of students.
Must allow queries to be sorted using multiple sort functions. For example, sort by grade, then teacher lastname, then student lastname.

State System Administration Requirement
Must allow the Administrator to edit dropdown values within all tables in the databases.
Must allow the Administrator to create and report on unlimited user defined fields.
Must allow for the deletion/merge of student records for a single student and for multiple students
Must allow for the deletion/merge of employee records for a single employee and multiple employees.
Must have ability to automatically merge and/or delete widow and orphan records with warning after displaying information that will be deleted. Before deletion, have the user re-enter password.
Must allow the ability to view data for multiple schools from within the same application.

State User and Groups Requirements
Must allow for the creation/deletion/editing of user names and passwords, based on security roles.
Must allow for the creation/deletion/editing of user groups to assign specific rights to the users, based on security roles.

State Setup/Maintenance Requirements
Must allow for entry of district information, such as address, phone number, etc.
Must allow for entry of school data, such as address, phone number, etc.

State Calendar Requirements
Must allow for the creation of master calendars and other date related tables at the state, district and school levels to be used by the individual schools without the need for modification. However, allow for modification at the district/school level, if needed.
Must allow the entry of all required information for grading periods, academic sessions, term dates, state reporting dates, and holidays one time in the calendar.

All of the above information, once entered must be available for use by all schools in the district without having to re-enter the information. Describe how your system does this for EACH of the following components:
        Grading Periods
        Academic Session Information
        Term Dates
        State Reporting Dates
        Calendar Holidays

State Previous Years Data Archival Requirement
Each year, all of the data for the student system must be stored in such a way that read only access to all of that year's data is accessible, as it was prior to running the End of Year process. This means that district personnel must be able to enter into any previous year, and both query and report on the data, just as it was immediately prior to running the EOY process. All reports, that were available at the time the EOY process was run must be accessible and must run as they did prior to the EOY process. The query function must remain as it was prior to the EOY process, and function as it did before the EOY process. **Clarification:** Using the example of School Year 2010, all data created in School Year 2010 must be accessible for reports and queries during all subsequent school years, just as it was at the time just before the End Of Year process was run for School Year 2010.
This requirement is not retroactive for installs of the winning SIS prior to the awarding (not signing) of the statewide contract. However, any district using the winning SIS, must have this capability for the current year at the time the contract is signed, such that the requirement will be applicable to the district's current year data making the current year's data access after the EOY process is run. **Clarification:** Using the example of School Year 2009, if the statewide contract is awarded during ANY part of School Year 2009, all current customers of the winning bidder will be able to query and report on the data for School Year 2009 for all

State Previous Years Data Archival Requirement
subsequent years, just as they could immediately prior to the running of the End of year process for School Year 2009.

State End of Year (EOY) Requirement
Must allow the system administrator the ability to restrict rights so that only the administrator may run the EOY process.
Must allow only for read-only access during EOY process.
Must allow for an edit check to verify that those tasks necessary for a successful completion of the End of Year process have been completed prior to processing the End of Year data.

State End of Year Utilities Requirements
Must allow the user to set the next grade for students:
By grade level
By promotion status
Must allow the user to set the promotion status for students:
By individual student
By grade level
Must allow the user to set the next school for students:
By individual student
By grade level
By promotion status

State End of Year Report Requirements
Student EOY Report. (Promotion, Graduates, Non-Promoted, Percentage of Promoted, Percentage of Graduates)
Retained report by grade, race, and gender.
Must allow for the ability to create a report listing all students who meet graduation requirements based on user defined criteria.

State Training Requirement
Within each module, a 'Help' function must be available to assist State district and school users
Initial training should be face-to-face, hands-on training.
Must provide complete, up-to-date, user manuals that cover all areas of the proposed SIS.

State Security Requirements
System must allow for the SIS administrators to create and edit users and user groups.
System must allow for the assignment of group rights down to the FIELD level of some data elements and to the page level for all other data, reports, utilities, etc.
Must allow where security is specified to the field level, NO field should be combined in any way with another field so that a group can have rights to any one field level security field, without having to have access to any other.
Must allow for access by teachers, to student records of ONLY those students who have been assigned to them in a class or a homeroom.
Must allow for read-only student data access, based on specific grouping and security access.
Must allow the administrator to define a time length, and force the system to log any user off the system if they remain dormant for the specified time length. This could be a complete logout or a forced re-entry of password for screen access.
Must allow for the administrator to set specified times when users may login, by user groups.
Must allow for the administrator to set a pre-defined number of login attempts before the system renders the account temporarily disabled.
Must allow for the system to provide anyone with proper credentials access to the system logs.
Must allow for system log to include, for all actions, the user, IP address, date and time stamp, and the action for all entries and changes in the system.
Must allow for logs to be filtered for individual users and for a specified time range.
Must allow for log displays to be viewed and printed.
Must allow for the display and printing of login statistics for all users. This report will list users and IP address, when they logged in and when they logged out for a specified date range. Filter criteria should allow search by user or by user group within a school or district wide. This will include unsuccessful login attempts.
Must allow for a Group Rights report for display and printing. Filter by all groups or individual groups. Must display all rights allowed for that group.
User Rights report for display and printing. Filter by All or by individual users. Must list all rights from all groups to which the user is assigned, without duplication on the report.

State Summer School Requirement
Must allow for the ability to submit a summer school term for transcript reporting.
Must allow for the ability to select or enter students from another school or district when building a summer school roster.

State SIS Customization Requirement
SIS must have the capability to allow the State Developers to customize all pages, all templates; and also have the capacity

State SIS Customization Requirement
to create new fields and new pages for inclusion in the SIS, without programming support from the vendor, and at no additional programming cost. These customized fields and pages will be available for data aggregation and disaggregation, and for regular query.

State Importing and Exporting Data Requirement
Must allow end users to have the ability to easily define data import and export forms or templates that may be used to transfer data to and from external sources (other software programs) into the appropriate internal user-defined SIS software data fields.
Must allow for the import and export processes, using the data import and export templates, must be capable of being scheduled and automated, making the data import and export processes automatic without need of human intervention once configured.
Must allow for the creation of these import and export templates to be created through the user interface of the SIS, and should be simple in design without requiring any programming from the vendor, a third party, or the school districts, such that non-technical end-users may create the templates with only a minimal amount of training, and no additional costs to the district. Please describe how your system accomplishes this task.
The SIS shall be built using a relational database, that can be accessed using third party reporting and data management tools, such as ODBC and JDBC, and can be queried using SQL queries. The database will be so configured that state technical personnel will have access to the data for use with the tools described above.
The database shall also have data views to facilitate data extraction in easily usable form.
The SIS must include the ability to manually import and export data. The manual import process must include import mapping that will evaluate the data being imported and auto-map to the corresponding field locations in the SIS database.

State Building Information Requirement
Must allow for entry of District/School Demographic information elements listed below: **District Level:** DISTRICT_NUMBER SHORT_NAME ADDRESS1 ADDRESS2 CITY STATE ZIP ZIP_4

State Building Information Requirement
TEL_AREA_CODE
FAX_AREA_CODE
FAX_NUMBER
ADMIN_NAME
ADMIN_EMAIL
SST_SCHOOL_STATUS_CODE
CTY_COUNTY_NUMBER
RTE_RECORD_TYPE
NAME
TEL_NUMBER
NCES_NUMBER
BASE_VALUE_IND
INACTIVE_IND
EFFECTIVE_DATE
MADDRESS1
MADDRESS2
MCITY
MSTATE
MZIP
MZIP_4
CONTACT_NAME
CONTACT_EMAIL
CREATE_USER
CREATE_DATE
MODIFY_USER
MODIFY_DATE
VOCED_FAC
ENTER_STU_COUNT_IND
SIS
SEC_CONTACT_NAME
SEC_CONTACT_EMAIL
CONTACT_PHONE
SEC_CONTACT_PHONE
ENROLLMENT_GROUP
BUILDING

State Building Information Requirement
HEATED
UNHEATED
TOTAL_SQUARE_FEET
School Level:
SCHOOL_NUMBER
NAME
SHORT_NAME
NCES_NUMBER
ADDRESS1
ADDRESS2
CITY
STATE
ZIP
ZIP_4
AREA_CODE
TELEPHONE_NUMBER
FAX_AREA_CODE
FAX_NUMBER
ADMIN_EMAIL
ADMIN_NAME
TITLE_I_IND
TARGETED_TITLE_I_IND
MAGNET_SCHOOL_IND
CHARTER_SCHOOL_IND
PROVISIONAL_SCHOOL_IND
LOCATION_CODE
DIST_DISTRICT_NUMBER
SST_SCHOOL_STATUS_CODE
CTY_COUNTY_NUMBER
GSE_GRADE_SCALE_TYPE
STC_SCHEDULE_TYPE_CODE
SCH_CODE
MADDRESS1
MADDRESS2

State Building Information Requirement
MCITY
MSTATE
MZIP
MZIP_4
CONTACT_NAME
CONTACT_EMAIL
CONTACT_PHONE
INACTIVE_IND
EFFECTIVE_DATE
CREATE_USER
CREATE_DATE
MODIFY_USER
MODIFY_DATE
ROLL_DATA_IND
ROLL_SCHED_IND
TO_SCHOOL_YEAR
START_TIME
END_TIME
BUILDING
HEATED
UNHEATED
TOTAL_SQUARE_FEET

State Financial Data Requirement
Must allow for the importing of District Financial Reports that match state defined criteria. MDE follows the GASB 34 Accounting Method. Defined allowable data is listed on the MDE's website: **FUND AND ACCOUNT GROUP CODES (**http://www.mde.k12.ms.us/docs/school-financial-services-library/fund-and-accounting-group.pdf?sfvrsn=0 **)** **REVENUE CODING (**http://www.mde.k12.ms.us/docs/school-financial-services-library/revenue-coding.pdf?sfvrsn=0 **)** **EXPENDITURE / EXPENSE FUNCTION AND OBJECT CODES (**http://www.mde.k12.ms.us/docs/school-financial-services-library/expanded-expenditure-expense-coding.pdf?sfvrsn=0 **)**